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ISD News and Views

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Put Those Forms on Trial

Put every standardized report, form letter and other printed document on trial for its life periodically. No form should be used for more than two years without being evaluated. Another good time to do this: when the supply is running low and you'll have to reorder the forms.

Some questions to ask:

- **Is the form** (or report) still needed? This doesn't apply to just forms. *Example:* Weeks after the government prohibited smoking on all flights of two hours or less, flight attendants on those flights continued to announce safety rules that cautioned the passengers to put out all smoking materials when oxygen was in use.
- **Can this form** (or report) be combined with another form? Consider the convenience of separate forms versus their cost. Ask the people using the forms if indeed all of them are necessary.
- **Can the form** (or report) be improved? Again, talk to the people who use the form to see what changes can be made.

Source: "Communication Briefings" Dr. Arthur R. Pell, consultant, Dale Carnegie & Associates Inc., 1475 Franklin Ave., Garden City, NY 11530.

Charges for Installation of Network Connections

For the past several years, ISD has not typically billed agencies for the installation of SNA network and Local Area Network (LAN) connections. Instead, this cost has been covered by the mainframe rate. Due to the large increase recently in the number of requests for new LAN connections and moves of existing connections, ISD has determined that it is necessary to begin charging the existing rate of \$100 per SNA or LAN installation for all new connections and for all moves of existing connections. Charging for this service will allow ISD to better balance rates with the actual cost of the service. All requests received after September 1, 1989 will be billed the \$100 installation fee.

SNA network fees and Information Center subscription fees also still apply.

If you have any questions or concerns, please contact Jim Christnacht (444-2700) or Dave Marshall (444-2973).

Term Contract Status

Due to the large number of vendor term contract changes, a separate document reflecting revisions is currently being distributed to the term contract mailing list. Please notify Anita Buchanan in Purchasing if you need to be added to the term contract mailing list. The following announcements are provided for your information.

ISC Announcements

Novell has enhanced NetWare products to include NetWare for Macintosh and the NetWare Requester for OS/2, which were previously option products. With this product change, the previous line of Novell products has been discontinued, and will no longer be available from ISC after approximately September 15, 1989. (If ordering near this timeframe, contact ISC for availability status.)

The new products are listed along with other price changes in a separate term contract up-date document currently being distributed.

Zenith Announcements

Zenith is planning an Open House and product showing of the new Minisport and 386/33 sometime late October or early November in the Capitol Complex. Watch for later announcements for specific time and location information.

IBM Billing

Please note that billing errors are still being discovered in the area of IBM maintenance. Pricing decreases on certain system units as reflected in the June 1, 1989 term contract, may not be accurately calculated on invoices. Please monitor and adjust invoices to reflect term contract pricing, and pay the adjusted amount only.

IBM will issue credits on the equipment experiencing the decrease, effective December 1988, where agencies had originally paid the higher rate. Please notify Rich Meyering at IBM (#444-5064) if you have not received a credit due.

Maintenance for Non-IBM Term Contract Items

Maintenance contracts for all non-IBM term contract items are being re-bid. Awards will be made in November, 1989. Agencies wanting coverage through current contract vendors must place orders prior to October 31, 1989.

Mainframe

New sysout class 8

A new output class has been set up on the mainframe for output which you wish to be held for viewing for a few days. Sysout class 8 output will remain on the output queue (SDSF S.O) for 5 days and will then be deleted. This differs from sysout class 9, which is on the held output queue (SDSF S.H) until ISD prints it, usually overnight. In batch jobs, code MSGCLASS=8 on your JOB card if you want your job log and JCL to go to this output class. Also code SYSOUT=8 on each DD statement you want directed to output class 8. Remember to purge your class 8 output from the output queue when you are finished with it rather than letting the system do it after 5 days, as this will help keep the spool from filling up. If you have any questions about SYSOUT classes, call Jeff or Jane in the Information Center at 444-2973.

CICS Transaction Abends

EYEWITNESS Version 2.0 is now installed on System A and provides the ability for CICS application programmers to diagnose transaction abends online. To access the EYEWITNESS dump processor from the network screen, enter AWITNESS. To access EYEWITNESS directly from CICS, enter IWIT.

The first screen displayed is a sign-on screen. Enter your ACF2 id and password. You will then be shown the Data Base Dump Summary. Cursor select the line for the desired CICS system for "all" dumps or TAB to the TRANS column on that line to list only transaction dumps and hit ENTER. This will display the Dump Selection List. This list can be limited even further by over-typing any of the ### symbols with the desired information, i.e. ASRA over CODE to display only ASRA abends or C### over TRAN to display transactions beginning with C. Multiple masks can be entered and are ANDed together to build the list. The list can be scrolled using PF7 and PF8.

To select a dump, place the cursor on that line and hit enter. This will display the Primary Menu. EYEWITNESS provides initial Problem Analysis, Program Flow and Listing(see below), the CICS Trace Table, Terminal I/O Areas, Task Statistics, CICS and User Control Blocks, and a Duplicate Dump Suppression Log. Select any of these options by either entering the number on the COMMAND line or cursor selecting it from the menu. To add comments or a status to a dump, select the Comments/Scratchpad screen, enter your notes, and

type "UPDATE" on the command line. Your notes will then be permanently saved with the dump. The User Controls Menu allows you to display command aliases, all of the help screens, and job descriptions.

To close a dump, select it with a "C" on the Dump Selection List or type "CLOSE" on the command line from within the dump. CLOSED dumps are automatically deleted as the dump database fills up. To delete a dump, select it with a "D" or enter "DELETE". PF1 provides help information from any screen. PF3 backs up one screen. PF12 terminates the session and returns the terminal either to the network screen or the originating CICS system. Additional PF keys may be defined for a given screen and can be displayed by hitting PA1.

EYEWITNESS provides the ability to view COBOL compiler output or the assembler listing from the failing module. This facility requires an additional step to be run after the compile or assembly step. This step will be implemented in the CICS compile procedures suffixed with a "T". These procedures currently provide support for Intertest, and will now provide support for both Intertest and Eyewitness. PL/1 programs and programs not compiled with a "T" procedure, will only be able to display the assembler instructions for the failing module.

For additional information and assistance with EYEWITNESS contact Don Grinsell or Ron Armstrong.

SAS Upgrade

ISD is currently testing a new release of SAS on the mainframe. SAS release 5.18 contains enhancements to base SAS, SAS/FSP, and SAS/ETS. Most of the enhancements are fairly minor. The most notable is the ability to create user-written informats. There are a few changes which could affect existing applications (eg. UPDATE command now updates with special missing values, ABORT command return code has maximum value of 4095, etc.). All changes and enhancements are listed in Technical Report: P-175 available from SAS Institute. The Information Center has a copy of this report.

We are planning to make SAS release 5.18 available for testing the last two weeks of September and move it to production October 2nd. A memo will be sent to all SAS users in mid-September with instructions on how to test their programs under the new release. If you have any questions about the new release of SAS, call Randy in the Information Center at 444-2824.

SAS Access to IDMS

ISD is evaluating an option for SAS which allows SAS programs to retrieve or update data in IDMS databases. We will be bringing this software in for trial during September. If you are interested in this capability, contact Randy in the Information Center at 444-2824.

Microcomputer

Information Center Increases Training Rates

During this fiscal year, the Information Center will be adjusting rates for microcomputer training classes to bring charges more in line with costs.

Please refer to the Training Information section for those classes that have changed.

New DASDDRVR for IBM PS/2's

This new driver is for PS/2's Model 50 (with 20 megabyte hard disk), 60's, and 80's.

A file called DASDDRVR.SYS is located on PS/2 models 50/60 and 70/80 reference disks version 1.02 or higher. The DASDDRVR.SYS is a software patch required for all users of IBM PC DOS 3.3 or 4.0 and PS/2's. This driver fixes a variety of problems including failure to read 720 KB diskettes, general failure errors when reading diskettes, format failure errors and power on problems such as 301 and 8602 messages.

There have been three releases of this patch. The driver that should be used contains either 698 or 734 bytes of data. One method of determining the byte size is to use the DIR command in the directory where the driver is located. For example:

DIR DASDDRVR.SYS (Enter)

The result will be:

DASDDRVR.SYS XXX

(XXX Represents the byte size). XXX should be either 698 or 734 bytes of data.

To install this driver, at the A prompt, with reference disk in A, type **install**. The file DASDDRVR.SYS is copied to the root directory and the statement **DEVICE=DASDDRVR.SYS** is inserted into the CONFIG.SYS file. Note: if the DASDDRVR.SYS is located in a different directory, CONFIG.SYS must contain the subdirectory path.

To replace the driver, at the A prompt, copy DASDDRVR.SYS to C.

For the latest DASDDRVR.SYS, bring a formatted diskette to the Information Center.

IBM PC LAN Program Version 1.3

The IBM PC Local Area Network (LAN) Program Version 1.3 is available and some agencies are now using the program. The upgrade and new purchases of the program are listed in the IBM term contract.

Some of the highlights of the new version include:

- Security enhancements including user logon encrypted password
- Application selector menu support for multiple servers
- Centralized resource definition and control
- Remote workstation print queue access and control

- Print screen to both local and re-directed printers assigned to LPT1s
- and more

IBM PC LAN Program 1.3 can be installed at either of two levels: Base Services or Extended Services.

With **Base Services**, it only takes a simple agreement to share and use the network resources - like an agreement between two people. With **Extended Services** an administrator must provide formal, structured access to specific resources for the users.

For a detailed program announcement or any other information you have about PC LAN 1.3 contact Ron Heilman or Jeanette Rushford of the Information Center at 444-2973.

The Information Center will continue to support for PC LAN 1.2 and will also support PC LAN 1.3. If agencies are interested in training they should contact the Information Center.

Office Systems Architecture Development

Over the next six months, the Information Center will be in a process of determining an Office Systems Architecture and evaluating products to support office automation tasks. The product(s) will contain such facilities as enterprise-wide electronic mail, calendaring, information filing and search/retrieval, note taking and to-do-list facilities and bulletin boards. We hope to be able to locate an industry accepted product that functions on LANS, host attached PC's and also provides office automation capabilities for the terminal users. In the meantime, we are announcing limit-

ed support of **WordPerfect Office** for LANs as described below.

WP Office Support

The Information Center has made a short-term commitment (6 months to one year) to providing support for the LAN-based WordPerfect Office. While WP Office has many features, the IC will **only** be supporting the electronic mail feature.

Call the Information Center (444-2973) for general information and to receive the following assistance:

- Installation assistance. This requires the participation of the main agency contact person. The user list must be prepared in advance of the scheduled installation. At least 2 hours should be reserved for the install.
- Problem resolution. IC staff will be prepared to assist with agency trouble calls.
- Training. The IC will schedule periodic hands-on demonstrations. See the Miscellaneous Training section on free training for dates and times.
- Purchasing. WP Office is available through Central Stores on a special order basis.

Changes in Training and Support for Lotus Spreadsheet Products

Lotus Development Corporation's upgrade program for versions 2.2 and 3.0 ends December 31, 1989. After this date, it is expected that there will be little or no support from Lotus for version 2.01.

Concurrently, the Information Center will cease providing training for version 2.01. This means that anyone receiving training for Lotus will be taught version 2.2 or 3.0. This is necessary because of the difficulty in supporting two versions of Lotus 1-2-3. For those offices remaining on version 2.0 or 2.01, the 2.2 classes will cover ALL of the features of version 2.01 as well as the additional features of 2.2. However, we will not make any special effort to distinguish 2.01 features from 2.2 only features.

Maintenance and problem determination support for earlier versions of Lotus 1-2-3 will continue as long as the expertise exists in the Information Center.

If you have any questions concerning Lotus 1-2-3 support or upgrade, you can call the Information Center at 2973.

FLASH --- Latest Pricing Information for Lotus 2.2 and 3.0

If you bought Lotus version 2.01 from Central stores since September (including September) 1988, you probably qualify for a **FREE** upgrade to Lotus 1-2-3 version 3.0. Purchases **AFTER** August, 1989 will no longer qualify for the free upgrade. Central Stores has all of

the needed purchase records that Lotus requires. If you fall into this category and have not discussed this with Central Stores, you can call Jim at 444-4514 for further details.

For everyone else, the price to upgrade from version 2.01 to either 2.2 or 3.0 is **\$112.35**. This is a special deal only available from Central Stores since the normal upgrade price is \$150.00. To get your upgrade, you must do two things.

1. Send Central Stores an order form for the upgrade that indicates the size disk you need (5- $\frac{1}{4}$ " or 3- $\frac{1}{2}$ ") and the version you want (2.2 or 3.0).
2. Upon receipt of the upgrade, you must send Central Stores the old 2.01 **MANUALS AND DISKS**.

The upgrade period will only last until December 31, 1989. After that date, if you want Lotus 2.2 or 3.0, you will have to pay the full purchase price (yet to be determined). Avoid the last minute rush and get your orders in as soon as possible.

Before ordering, read the following article *Dilemma: Lotus 1-2-3 Version 2.2 or 3.0*. The step-by-step questions should help you make the decision between Lotus 2.2 and 3.0.

If you are on a local area network, you might save a considerable amount of money by using Lotus Networker. See the related article *Lotus Networker: Another Option* in this issue of ISD News and Views.

If you have questions concerning Lotus spreadsheet product capabilities, you can

call Brett McAlister @444-2044. Questions concerning upgrade policies and prices should be directed to Central Stores at 444-4514.

LOTUS NETWORKER: Another Way to Save Money

Eighty percent of Lotus 1-2-3 users only use it 20% of the time. The rest of the time it is just sitting in their computers doing nothing. If other people could have access to the spreadsheet when it is not in use, an agency could get away with far fewer purchases and upgrades for a significant savings. Lotus Networker lets you do just that!

Networker requires a special version of Lotus 1-2-3 installed on the LAN server. The cost of the server version is \$595 for version 2.2 and \$695 for version 3.0 (discounts may be available). However, if you decide to upgrade one of your current versions of 2.01 to a server version, the cost is \$250 for either server version. You then have to pay extra for each workstation version of Lotus 1-2-3. If you upgrade from 2.01, the cost is \$150 per station. This saves you money because you don't need to buy a station for each computer on the network, only for the number of users that are expected to need Lotus AT THE SAME TIME. When a user quits Lotus, that station become available for someone else. A couple of examples will illustrate how this saves money.

EXAMPLE 1

A network has 10 people who use Lotus. Two of them could be called heavy users and the rest part time users. You would need a server package, one station for each of the heavy users, and probably 1 station for every three of the part time users (three packages in this case).

Server	1 x \$250.00 =	\$250.00
Heavy Users	2 x \$150.00 =	\$300.00
Part Time Users	3 x \$150.00 =	<u>\$450.00</u>
		\$1,000.00

If you were to upgrade each of these users at \$112.35 per package, the cost would be

10 users	10 x \$112.35 =	\$1,123.50
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Networking would save \$123.50, or a little more than the upgrade cost of one package. Not a lot, however this is a small network. Larger networks save more.

EXAMPLE 2

The second network has 40 Lotus users: 8 heavy users and 32 part time users. Using the same rules as in example 1, you buy one station for each heavy user and one for every three part time users.

Server	1 x \$250.00 =	\$250.00
Heavy Users	8 x \$150.00 =	\$1,200.00
Part Time Users	11 x \$150 =	<u>\$1,650.00</u>
		\$3,100.00

If you were to upgrade each of these 40 users at \$112.35 per package, the cost would be

40 users	40 x \$112.35 =	\$4,494.00
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Networking here represents a savings of \$1,394.

DILEMMA: Lotus 1-2-3 version 2.2 or 3.0

Use the following series of questions to help you determine if you should order Lotus 1-2-3 version 3.0 or version 2.2.

DO YOU HAVE:	<u>YES</u>	<u>NO</u>
1. an 80286, 80386, or 80486 processor?	—	—
2. 1 Mbyte or more of RAM?	—	—
3. DOS 3.x or OS/2 as your operating system?	—	—

If you answered NO to any one of questions 1 through 3, you MUST use version 2.2, otherwise continue.

DO YOU:		
4. regularly see the MEM indication?	—	—
5. regularly combine multiple spreadsheets?	—	—
6. need graphs with log or exponential scales, two Y axes, Hi-Lo-Open-Close graphs, or lines on Bar Charts?	—	—

7. repeatedly change spreadsheet data and
then look at the effect on a graph? — —

If you answered YES to any of questions 4 through 7, then version 3.0 may help you. The more YES answers, the greater the help.

If 4 through 7 were all answered NO, then 2.2 would be best for you.

8. Do you rely on Lotus add-in products to
accomplish your work and would be lost
without them? — —

If question 8 was answered YES, then you **MUST** use version 2.2 to continue to use your Lotus add-in products. Version 2.01 add-in products will not work in version 3.0.

Training Information

All classes will be held in Room 25 of the Mitchell Building and there will be a limit of 12 participants per class, unless otherwise announced. Demonstrations (minis) will also be held in Room 25 but the limit will be 20 participants.

NOTE: Due to the overwhelming amount of people calling to make reservations for a class, we have found we can't keep up with them. Effective immediately, we will require the Application for Enrollment form to be sent in. We will still reserve places in a class over the telephone, but the form must be sent to us.

The cost of the classes are as follows:

<u>Class Name</u>	<u>Subscriber</u>	<u>Non-Subscriber</u>
Basic Terminal Skills	\$ 50.00	\$ 50.00
Introduction to JCL	150.00	150.00
Culprit for Programmers	250.00	250.00
Personal Services/PC	35.00	35.00
Personal Manager	25.00	35.00
* Beginning Microcomputer Skills	50.00	70.00
* Fundamentals of DOS	50.00	70.00
* Intermediate DOS	50.00	70.00
Intro. to WordPerfect 4.2	60.00	90.00
Advanced WordPerfect 4.2	60.00	90.00
* Introduction to WordPerfect 5.0	75.00	105.00
* Advanced WordPerfect 5.0	75.00	105.00
* Conversion WordPerfect 4.2 to 5.0	50.00	70.00
Introduction to Lotus 1-2-3	60.00	90.00
Advanced Lotus 1-2-3	60.00	90.00
Intro. to Macros for Lotus 123	25.00	35.00
Intermediate Macros for Lotus 123	25.00	35.00
Advanced Macros for Lotus 1-2-3	25.00	35.00
Micro Database Concepts and Design	40.00	60.00
Beginning R:Base	80.00	120.00
Freelance	40.00	60.00
Using Novell Network	25.00	35.00
Demonstrations	FREE	FREE

* New rates as of October 1, 1989

Training Calendar

Data Network Classes

Oct 17	State Government Information Bulletin Board
Oct 27 am	Introduction to Novell Networks
Oct 27	Using Novell Network
Nov 2 am	WordPerfect Office Demonstration
Nov 15 am	Personal Services/PC
Nov 15 pm	Personal Manager
Nov 16 am	Using the IBM PC LAN Program

Microcomputer Classes

Sept 20	Database Concepts and Design
Sept 25	Fundamentals of DOS
Sept 28 & 29	Beginning R:Base for DOS
Oct 2 & 3 am	Advanced WordPerfect 5.0
Oct 3 pm & 4	Introduction to WordPerfect 5.0
Oct 10	Beginning Microcomputer Skills
Oct 11 & 12 am	Introduction to WordPerfect 4.2
Oct 12 pm & 13	Advanced WordPerfect 5.0
Oct 16 & 17 am	Introduction to WordPerfect 5.0
Oct 18 & 19 am	Advanced WordPerfect 4.2
Oct 19 pm	Desktop Publishing - Session #1
Oct 20	WordPerfect Conversion 4.2 to 5.0
Oct 23 am & pm	Lotus 1-2-3 Mini Demonstration
Oct 24 am & pm	Lotus 1-2-3 Mini Demonstration
Oct 25 & 26 am	Introduction to Lotus 1-2-3
Oct 26 pm	Desktop Publishing - Session #2
Oct 30 & 31 am	Advanced Lotus 1-2-3
Nov 1	Fundamentals of DOS
Nov 2 pm	Desktop Publishing - Session #3
Nov 3 am & pm	Lotus 1-2-3 Mini Demonstration
Nov 6 & 7 am	Introduction to Lotus 1-2-3
Nov 7 pm & 8	Introduction to WordPerfect 5.0
Nov 13 & 14	Intermediate R:Base
Nov 20 & 21 am	Advanced WordPerfect 5.0
Nov 27	Beginning Microcomputer Skills

New Classes

DESKTOP PUBLISHING SEMINARS

Do you print newsletters, reports, brochures, etc.? Do you send them away to be typeset? If so, this seminar may be for you!

The Information Center will hold a 3-part series of Desktop Publishing Seminars beginning in October. The Seminars will be free of charge. Bring a blank formatted disk to the Seminars as sample documents will be available for you to copy.

The topics covered will be broken out into 3 areas:

- a. What is desktop publishing? Do I need WordPerfect 5.0 or a desktop publisher? Sample document layouts will be shown; WordPerfect 5.0 features such as style sheets, kerning, lead, etc. will be demonstrated.
- b. Printing with WordPerfect 5.0; printer typefaces and sizes; scanners; importing graphics into WordPerfect.
- c. Vendors will demonstrate two desktop publishing packages --Aldus Pagemaker and Ventura Publisher. Check the training schedule for a more complete description of each seminar.

INTRODUCTION TO THE LOTUS 1-2-3 DATABASE

In response to our survey in the May 1989 issue of *News & Views*, the Information Center is offering a new class, "Introduction to the Lotus 1-2-3 Database". The class will be self paced with instructor facilitation. The first session is scheduled for December. Watch the November issue for details.

Miscellaneous Training

Free Demonstrations

DESKTOP PUBLISHING SEMINARS

#1--DESKTOP PUBLISHING DEFINED: presented by the staff of the Information Center and Len Eckel of Len Visual Design

DATE: October 19

TIME: 1:00-5:00

Topics to be covered include:

- a. What is Desktop Publishing?
- b. When do I use WordPerfect 5.0 and when do I use a Desktop Publisher?
- c. Desktop Publishing Terms and Definitions
 - (1) Typeface
 - (2) Font
 - (3) Serif
 - (4) Sans Serif
 - (5) Kerning
 - (6) Lead
 - (7) Plus lots more
- d. Sample Document Layouts will be demonstrated -- What's a good layout vs. a bad layout?
- e. WordPerfect 5.0 How To's
 - (1) Fonts
 - (2) Kerning
 - (3) Lead
 - (4) Style Sheets
 - (5) Plus lots more

#2--WORDPERFECT 5.0 FEATURES: presented by the staff of the Information Center and Dan Stinson of Fish, Wildlife and Parks

DATE: October 26

TIME: 1:00-5:00

Topics to be covered include:

- a. Fonts
 - a. Cartridge Fonts vs. Soft Fonts
 - b. Typefaces
 - c. Point Sizes
- b. Graphics
 - a. Clip Art Images
 - b. Lotus Graphs
 - c. Freelance Graphs
 - d. Graphic Boxes and Lines
- c. Scanners
- d. Printing -- Portrait and Landscape

#3--DESKTOP PUBLISHING DEMONSTRATIONS: presented by Chris Williams of IBM Corp. and Linda VanRavenswaay of Xerox Corp

DATE: November 2

TIME: 1:00-5:00

This seminar will show you two of the most popular desktop publishing packages on the market. IBM will demonstrate Aldus Pagemaker and Xerox will demonstrate Ventura Publisher.

COMPARISON BETWEEN LOTUS 1-2-3 VERSION 2.2 AND 3.0: presented by Brett McAlister of the Information Center

DATE: October 23, 1989

October 24, 1989

TIME: 9:00 am to 11:30 am on October 23

1:00 pm to 3:00 pm on October 24

A comparison of the two new versions of the supported spreadsheet program to help users decide which version would best fit their needs.

LOTUS 1-2-3 VERSION 3.0 -- THE BASICS: presented by Brett McAlister of the Information Center

DATE: October 23, 1989
November 3, 1989

TIME: 1:00 pm to 4:00 pm on October 23
9:00 am to 12:00 noon on November 3

Covers changes in the fundamental way the spreadsheet operates. Included are new options in the display, printing and graphing options. Also covered will be the 3-D and multi-file capabilities.

LOTUS 1-2-3 VERSION 3.0 -- ADVANCED TOPICS: presented by Brett McAlister of the Information Center

DATE: October 24, 1989
November 3, 1989

TIME: 8:30 am to 12:00 noon on October 24
1:00 to 4:30 pm on November 3

STATE GOVERNMENT INFORMATION BULLETIN BOARD: presented by the staff of the Information Center

DATE: October 17, 1989
TIME: 1:30 to 3:00 pm

A State Government Information Bulletin Board is scheduled to be available for public access on October 1. The Bulletin Board is a result of House Bill 270, which requires the Department of Administration to establish and maintain, as a pilot project, a system for agencies to use as a means of conveying information to the public. For more information on the free demonstration, contact Pat Emineth at 444-2973.

USING WORDPERFECT OFFICE MAIL PROGRAM: presented by Gale Kramlick or Melanie Coughlin of the Information Center

DATE: November 2, 1989
TIME: 8:00 am to 10:00 am or 10:00 am to 12:00 noon
PREREQUISITE: Beginning Microcomputer Skills

The WordPerfect Office Mail program allows you to electronically send and receive messages or files. A document created in WordPerfect can be distributed to any other person on the LAN.

Data Network Classes

USING PERSONAL SERVICES/PC (PS/PC): presented by Gale Kramlick or Melanie Coughlin of the Information Center

DATE: November 15, 1989

TIME: 8:30 to 11:30 am

PREREQUISITE: Beginning Microcomputer Skills and experience with either WordPerfect or Displaywrite3

PS/PC allows you to electronically send and receive messages or files. A document created by either WordPerfect or Displaywrite3 can be distributed to any other person also using PS/PC by going through DISOSS on the state's mainframe.

To use PS/PC you must have the Personal Services/PC software, the IBM PC 3270 Emulation Program and adapter, and a coaxial cable or phone line connecting your PC to the mainframe.

PERSONAL MANAGER (PM): presented by Jeanette Rushford of the Information Center

DATE: November 15, 1989

TIME: 1:00 to 4:00 pm

PREREQUISITE: Beginning Microcomputer Skills or Basic Terminal Skills

Personal Manager is a calendaring product available through the Division's mainframe. It is used for scheduling meetings (for yourself and others) and vacations, reserving resources like conference rooms, and even taking telephone messages.

Communication and Network Classes

INTRODUCTION TO NOVELL NETWORKS: presented by Jeanette Rushford of the Information Center

DATE: October 27, 1989
TIME: 8:30 am to 12:00 noon
PREREQUISITE: Beginning Microcomputer Skills and FIVE months microcomputer experience

This course is designed for users of Novell Networks. Topics covered include:

- Definition of a local area network with emphasis on a Token Ring Network
- Logging on to the network
- Directory structure
- Network security
- Supervisor functions
- Drive mappings
- Summary of basic Novell commands

NOTE: This class is not intended for network system administrators or network programming staff. Contact Jeanette Rushford at 444-3994 if you have any questions.

USING THE IBM PC LAN PROGRAM: presented by Ron Heilman of the Information Center

DATE: November 16, 1989
TIME: 8:30 am to 12:00 noon

This class is for those using the Token Ring to share access to programs, files and printers. The main topics to be covered are:

- Introduction to basic network concepts and terminology
- Advantages and disadvantages to networking
- What is a Token Ring Network and how does it work?
- How to perform common network tasks using the network menus (ex: messaging, cancelling print jobs, etc).
- Simple problem and error determination
- Sharing files and programs with the network
- Some network management considerations

NOTE: This class is not intended for network system administrators or network programming staff. Contact Ron Heilman at 444-2924 if you have any questions.

Microcomputer Classes

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of the Information Center or the Computer School.

DATE: October 10, 1989
November 27, 1989
TIME: 8:15 am to 4:30 pm each day
PREREQUISITE: None

This course will give participants brief hands-on experience with microcomputers. Topics to be covered include:

The machine
Word processing
File management

The operating system
Spreadsheets and graphics
Communications

All class time will be spent using microcomputers and software. The participant will learn what microcomputers can do and how to approach them with a positive attitude. This course or its equivalent is a prerequisite for other microcomputer courses.

FUNDAMENTALS OF DOS: presented by Gale Kramlick or Melanie Coughlin of the Information Center

DATE: November 1, 1989
TIME: 8:30 am to 4:30 pm
PREREQUISITE: Beginning Micro Skills and/or 3 months micro experience

This class is intended for microcomputer users who need to know more about controlling their microcomputer through its operating system. Programming experience is NOT required.

Topics to be covered include:

What is DOS? Why is it necessary to know about it?
DOS names for peripherals and file naming
Special files like CONFIG.SYS
Internal commands - Dir, Erase, Rename, Type, Copy and their variations
External commands - Format, Sys, Diskcopy, Chkdsk, Mode, and Backup
How to interpret batch files

Word Processing Classes

INTRODUCTION TO WORDPERFECT 4.2: presented by the staff of the Information Center or the Computer School.

DATE: October 11 and 12, 1989
TIME: 8:30 am to 3:30 pm first day
8:30 am to 12:00 noon second day
PREREQUISITE: Beginning Microcomputer Skills

This course is intended for anyone interested in learning the basics of WordPerfect. This class will concentrate on text creation, use of function keys, editing, formatting, printing, filing, and retrieving documents. Headers, footers, page numbering, merging documents, macro creation, block functions, search and replace and use of the spell checker are also covered. An advanced class for WordPerfect is also available.

ADVANCED FEATURES OF WORDPERFECT 4.2: presented by Melanie Coughlin of the Information Center

DATE: October 18 and 19, 1989
TIME: 8:30 am to 3:30 pm first day
8:30 am to 12:00 noon second day
PREREQUISITE: Beginning Microcomputer Skills and Introduction to WordPerfect 4.2

For those already using WordPerfect, the advanced class will cover footnotes, column generation, advanced macros, advanced merging, and outlining. Adding words to the Speller, using the Thesaurus, sorting capabilities and dual document editing are also covered.

INTRODUCTION TO WORDPERFECT 5.0: presented by the staff of the Information Center or the Computer School.

DATE: November 7 and 8, 1989
TIME: 1:00 to 4:30 pm on November 7
8:30 am to 3:30 pm on November 8
PREREQUISITE: Beginning Microcomputer Skills

This class is designed for beginning users of WordPerfect 5.0. Experience with WordPerfect 4.2 is not necessary. The class will take the participants through the fundamentals of creating, printing, and editing documents. The new Setup feature will be discussed. Formatting documents as they are created and after creation will be covered. Some of the time saving features such as spell check, merges, block functions and macros will also be covered.

ADVANCED FEATURES OF WORDPERFECT 5.0: presented by Gale Kramlick or Melanie Coughlin of the Information Center.

DATE: October 2 and 3, 1989
October 12 and 13, 1989
November 20 and 21, 1989
TIME: 8:30 am to 3:30 pm on October 2
8:30 am to 12:00 noon on October 3
1:00 to 4:30 pm on October 12
8:30 am to 3:30 pm on October 13
8:30 am to 3:30 pm on November 20
8:30 am to 12:00 noon on November 21
PREREQUISITE: Beginning Microcomputer Skills
Introduction to WordPerfect 5.0

For those already using WordPerfect 5.0, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, changing fonts within a document, creating style sheets and master documents, keyboard layout, compose and graphics.

CONVERSION OF WORDPERFECT 4.2 TO 5.0: presented by Gale Kramlick or Melanie Coughlin of the Information Center.

DATE: October 20, 1989
TIME: 8:30 am to 4:30 pm
PREREQUISITE: Beginning Microcomputer Skills, Introduction to WordPerfect

This class is designed for people in the process of converting from WordPerfect 4.2 to 5.0. Topics of the will cover basic changes like menus, setup options, function key changes, converting document from 4.2 to 5.0 and from 5.0 to 4.2 and Reveal Codes. Some of the advanced features such as Macro Editing, Keyboard Layout, Fonts, Styles, Clip Art Images, Compose, Master Documents, Automatic Referencing, Document Compare and Kerning will also be covered.

Spreadsheet Classes

INTRODUCTION TO LOTUS 1-2-3: presented by the staff of the Information Center or the Computer School.

DATE: October 25 and 26, 1989
November 6 and 7, 1989
TIME: 8:30 am to 3:30 pm on October 25
8:30 am to 12:00 noon on October 26
8:30 am to 3:30 pm on November 6
8:30 am to 12:00 noon on November 7
PREREQUISITE: Beginning Microcomputer Skills

This course is designed for anyone with little or no previous 1-2-3 or microcomputing experience.

The class will concentrate on 1-2-3 spreadsheet design and commands and the creation of graphics. Printing spreadsheets and graphs is also covered. The more advanced features such as macro programming and database commands are covered in other courses.

Class format consists of lecture and hands-on practice followed by lab time on actual agency spreadsheets for further experience.

ADVANCED FEATURES OF LOTUS 1-2-3: Presented by Brett McAlister of the Information Center.

DATE: October 30 and 31, 1989

TIME: 8:30 am to 4:30 pm on first day

8:30 am to 12:00 noon on second day

PREREQUISITE: Beginning Microcomputer Skills and Introduction to Lotus 1-2-3

This course is designed for anyone who is using 1-2-3 to create spreadsheets for all but the simplest applications. Features covered include: using dates and times within 1-2-3, hiding and/or protecting parts of the spreadsheet, extracting from and combining into spreadsheets, using named ranges, copying values only, advanced print and graph options, additional @ functions, and many other items not covered in Beginning Lotus 1-2-3.

Class consists of lecture, hands-on practice, lab work or question and answer period if time permits.

Database Classes

MICRO DATABASE CONCEPTS AND DESIGN: presented by Brett McAlister of the Information Center

DATE: September 20, 1989

TIME: 8:30 am to 4:30 pm

PREREQUISITE: Beginning Microcomputer Skills

This class is designed to give participants a primary understanding of what a relational database is and how it compares to other products like Lotus 1-2-3 and PFS:Professional File. The class teaches database design techniques and is a prerequisite for other database classes offered by the Information Center.

INTERMEDIATE R:BASE: presented by Jeff Holm and Jane Black Eagle of the Information Center

DATE: November 13 and 14, 1989
TIME: 8:30 am to 4:30 pm each day
PREREQUISITE: Beginning R:Base

This class will expand on what was covered in the beginning R:base class. Topics covered include sophisticated forms and reports, multi-table operations, database maintenance, and R:base commands and functions. An overview of custom code and macros will be given to demonstrate the programming capabilities of R:base, but emphasis will be on enhancements to Application Express rather than programming from scratch.

BEGINNING R:BASE FOR DOS:: presented by Brett McAlister of the Information Center

DATE: September 28 and 29, 1989
TIME: 8:30 am to 4:30 pm each day
PREREQUISITE: Beginning Microcomputer Skills and Micro Database Concepts and Design

This class will give participants hands-on experience creating a database and developing a simple application with R:Base System V. The application will include database updates, queries, and simple forms and reports generation. "Prompt by Example" and "Express" will be used.

ISD CLASS ENROLLMENT APPLICATION
COMPLETE THIS APPLICATION IN FULL AND
RETURN IT TO THE INFORMATION CENTER BUREAU
PRIOR TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc Sec Nbr (for P/P/P): _____

Agency & Division: _____

Mailing Address: _____

Phone: _____

How have you met the required prerequisites for this course? Explain giving the class(es) taken, Information Center tutorial(s) completed, and/or experience.

BILLING INFORMATION/AUTHORIZATION

Are you an ISD subscribing agency: _____

ISD Billing Number (5 digits): _____

Authorized Signature: _____

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLATIONS ARE MADE THREE DAYS BEFORE THE DATE FOR EACH CLASS.

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